




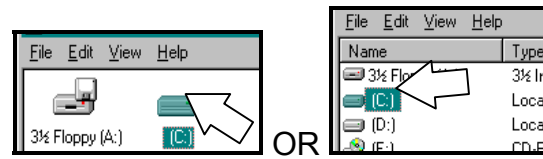


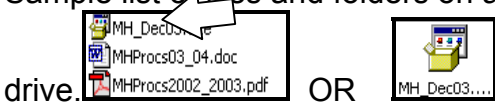

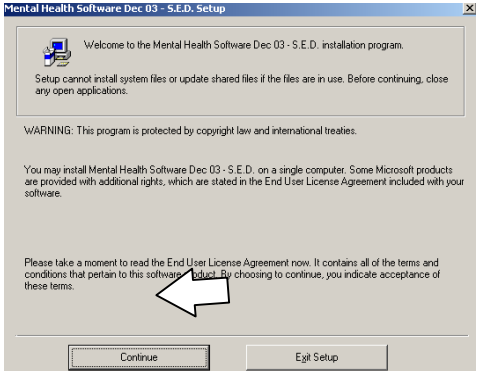

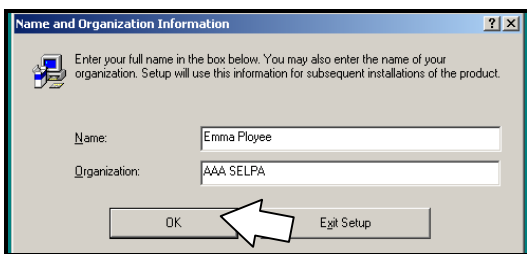
Mental Health Software Installation December 2003 Survey



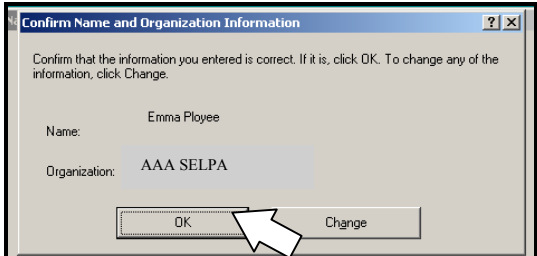

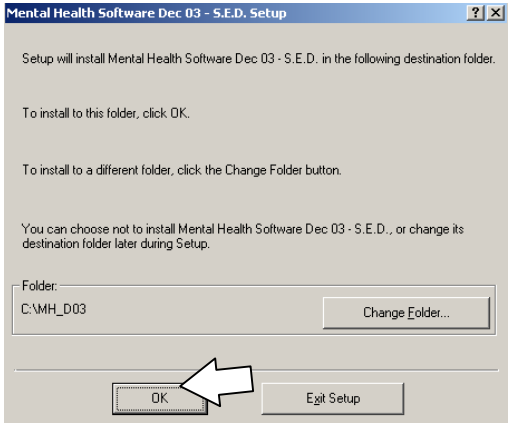

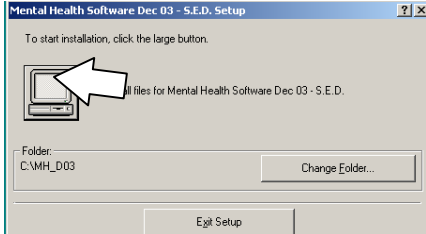

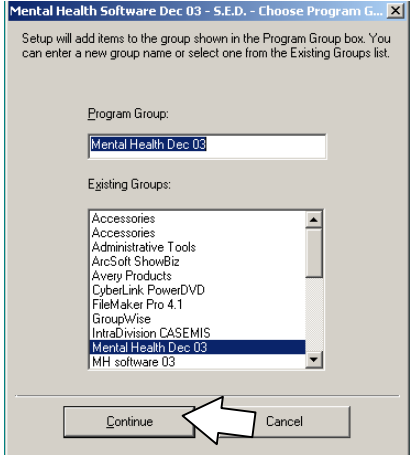

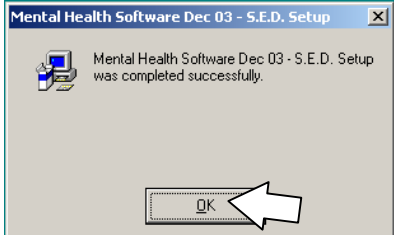
The downloaded Mental Health software automatically defaulted to C drive unless you directed the download elsewhere. These directions assume that you downloaded on the C: drive

This section leads you to first, locate the application file then the installation. The Mental Health software has on-screen instructions to help you through this process. Please follow these directions.




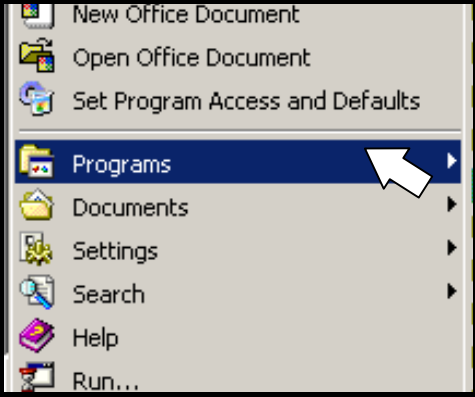

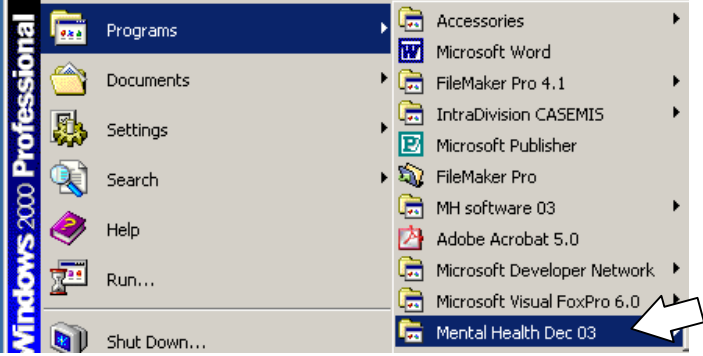


Before you begin,

- 1) If you are on a Local Area Network (LAN), check with you network administrator prior to installing the software, and
- 2) Exit any software programs you are currently using so only MS Windows is active.

Locating the Files to Install	
Action	What is on the screen
 Double click (depress the left mouse button two times, rapidly) on the desktop icon that represents Your PC .	
You will see a list of all the drives on your PC. Drives are shown as icons or in a list.  Double click on the desktop icon that represents Your C: drive .	
 Locate the file MHDec03.exe.  Double click the installation file MH_Dec03.exe.	Sample list of files and folders on a drive. 
 Click Continue , located at the bottom of the screen.	
Type your name and organization in the boxes provided.  Click OK	

<p>Verify that the input is correct.</p> <p>Click OK </p> <p>If the information is incorrect</p> <p>Click Change </p>	
<p>You should accept the suggested default installation location. These procedures do not include instructions on selecting a different location. If you need assistance with diverting the installation to another location, check with your local technical administrator.</p> <p>Click OK  to accept the default install location.</p>	
<p>Click the install button  to proceed.</p>	
<p>Click the Continue button .</p>	
<p>Click OK .</p>	

Using the Mental Health Software

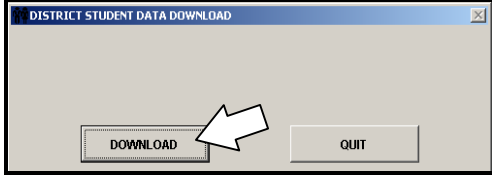
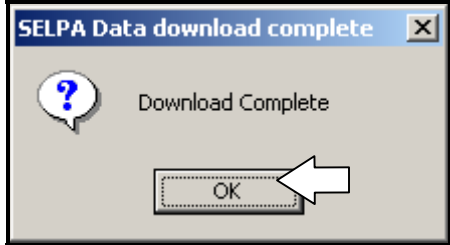
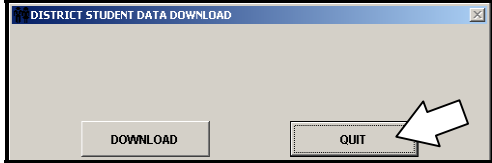
Launching the Software	
Action	What is on the screen
<p>Click Start  on the Windows Task Bar.</p>	
<p>A list of options will display.</p> <p>Highlight Programs from the displayed list by moving the mouse arrow over  Programs</p>	
<p>An additional columnar list will display.</p> <p>Highlight MH Dec 03 software application by moving the mouse arrow over  Mental Health Dec 03</p>	
<p>Highlight/select Mental Health D03 by moving the mouse arrow over  MH and release the mouse button to select.</p>	

Initial Software Log-In

Your Special Education Local Plan Area (SELPA) director was issued log-in information (assigned name and passwords) by email. If you have not received this information, please contact your SELPA director.

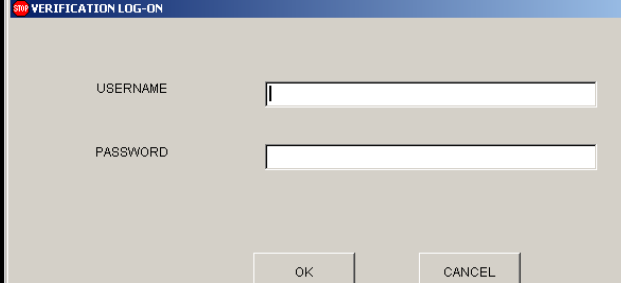
Action	What is on the screen
Type in the USERNAME box the assigned name provided to your SELPA director.	
Type the PASSWORD provided	
Select the SELPA name from the list. Click the to see the list. Typing the start of the district name will expedite selection.	
Enter the SELPA PASSWORD you were provided, then, Click OK .	
Click OK to close the message screen.	





**During the initial successful log-on (1st time only!),
a Student Data Download screen displays.**

<p>Click the DOWNLOAD button to initiate the process.</p>	
<p>Click the O.K. button to close the message screen.</p>	
<p>Click QUIT to close the message screen.</p> <p>You will return to the log-on screen. You are now ready to enter data. Re-enter your log-on information.</p>	

Normal Log-In

After the initial successful log-in, you will use the following procedures and log-on screen. The double password log-in screen will no longer appear.







Action	What is on the screen
<p>Type in the USERNAME box the assigned name provided to your SELPA director.</p>	
<p>Type the PASSWORD provided.</p>	
<p>Click OK .</p>	
<p>Click OK to close the message screen.</p>	

Software Options

The Mental Health software has limited capabilities. This file automatically lists for the selected district all individuals reported for the SELPA (as district of service) as reported in the California Special Education Management Information System (CASEMIS) December 2003 census. Since the student information is certified historical data, no record creation is permitted.

Three options exist on the Main Menu screen.

Option	What it does
	The Data Entry Form option allows data entry and viewing. There are four detail record/data screens described later in this documentation. All data entries save automatically and some search capabilities are available to facilitate data entry and review.
	Two automated Report formats are offered. Data selection and export features are available with each report.
 or 	Exiting the software is available by menu or by button.

Who is to be Included in this Survey

Review the CASEMIS December 2003 data for all individuals identified as emotional disturbance (Disability code 060) OR receive mental health services.

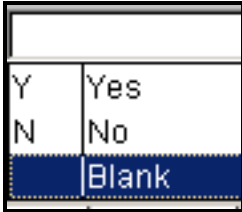
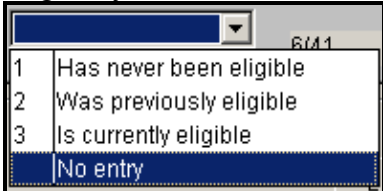
Individuals whose CASEMIS data includes a designation of emotional disturbance and/or the individual receives one or more behavioral or psychological services as recorded in the CASEMIS December 2003 census (054 Individual Counseling, 056 Counseling and Guidance, 060 Parent Counseling, 062 Social Work Services, 068 Psychological Services, or 076 Behavioral Intervention Services) are to be included in this analysis.

Data Entry

Data Entry Restrictions

- ✓ All entries must be from a predefined list
- ✓ Information about eligibility, mental health services on the Individual Education Plan (IEP), and providers of services must reflect the IEP in force as of December 1, 2003.
- ✓ Enter data for all students listed in the software.
- ✓ Student records must have entry **an associated Provider** for **all services listed in red**. **If clarifying comments are needed to explain an entry send the comments in a separate memorandum attention Chris Drouin.**
- ✓ Records receiving entries must be filled-out completely. Each record must have an entry for the Mhs_list, Eligibility, and Provider (in red). Partially entered records are not permitted.
- ✓ If an entry is made in an incorrect box, select '**No entry**' from the list.

The three data fields receiving entry in this survey are displayed below along with their respective list.

Field	Provided List of Entries
<p>Mhs_list</p> 	<ul style="list-style-type: none"> ○ Mark "Y" for Yes if mental health services under Government Code Chapter 26.5 are recorded in the Individual Education Plan for 2003-2004. ○ Mark "N" for No if mental health services under Government Code Chapter 26.5 are <u>NOT</u> recorded in the Individual Education Plan. ○ A 'Y Yes' Mhs_list field entry must have an associated '3 Is currently eligible' entry in the 'Eligibility' field. ○ A 'N No' Mhs_list field entry must have an associated entry of either: '1 Has never been eligible' or '2 was previously eligible' or '3 Is currently eligible.'
<p>Eligibility</p> 	<ul style="list-style-type: none"> ○ Mark "1" if the individual has never been eligible. ○ Mark "2" if the individual was eligible prior to 2003-2004, but was not eligible in 2003-2004 ○ Mark "3" if the individual was eligible during 2003-2004.

(Service) Providers		For <u>ALL</u> reported services select the appropriate corresponding provider from the list Only the following provider codes will be permitted.
32	Department of Social Services	
33	Department of Rehabilitation	10 District of service/enrollment
34	Employment Development Dept.	11 County office of education
40	Nonpublic agency under contract with SELPA or district	12 SELPA
50	Other public program	13 Another district, county or SELPA
60	Other private program	20 Regional Center
	No Entry	21 Alcohol and Drug programs
		22 Child Development Funded program
		23 Head Start
		30 Department of Mental Health
		31 California Children's Services
		32 Department of Social Services
		33 Department of Rehabilitation
		34 Employment Development Department
		40 Nonpublic agency under contract with SELPA or district*
		50 Other public program
		Other private program
		* Provider code 40 includes nonpublic and Charter schools

Historical information provided from the certified CASEMIS December 2003 report cannot be changed.

Available Data Screens

Four data screens are provided. Switch screens by clicking on the corresponding tab:

SELPA Info screen – Location information for the individual

Student Info screen – Each individual's detailed identification information

MH Data Entry screen – Entries in the Provider #, Mhs_list and Eligibility fields are automatically saved.

Browse screen – View all students or those meeting requested search criteria. Use the Scroll Bar to view the names.

Selpa_code	Last_name	First_name	Birthdate	Gender
1914	MONK	CHIP	01/03/92	M
1914	NIMBLE	JACK	11/18/65	M
1914	MUFFETT	MISSY	04/04/92	F

Click an individual's information row and the selected individual's information appears on the other three screens.

Navigation buttons are on the bottom of each screen

Button	Changes the display to the ...
	First record in the database or requested search set. The button is dimmed when the first record is displayed.
	Prior record, one individual record backward with each click on the Prev button. When you reach the first record in the set, this button will dim.
	Next item, forward one item with each click on the NEXT button. When you reach the last record of the set, this button will dim.
	Last item in the entire list. The button is dimmed when the last record is displayed.
	Launches a search screen for locating records which meet specific criteria or to return to viewing all downloaded records.
	Exit data entry.

Find Record(s) Option


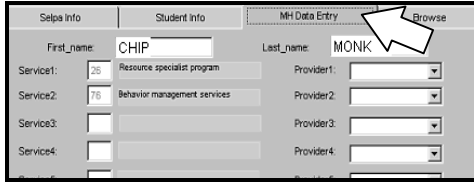


Locate specific records by entering search criteria.

Please note: on the Search screen in the Field name list the field Agency# refers to the Provider# on the MH Data Entry screen.

Action	What is on the screen
Click Find	
Click the down arrow to display the desired list.	
Click to highlight the appropriate field(s) or operator(s). And if appropriate, an And / Or function.	
Click and type in the Value box the criteria to be used in the search.	
The 'And' and 'Or' option allows you to refine your search by using more than one criteria to locate the matching records.	<p>If one search criteria is sufficient, do not select from the bottom line of choices.</p>
For example, to find the student named Alphie Betta enter the following criteria: Field: FIRST_NAME Operator: equals Value: alphie Option: And Field: LAST_NAME Operator: equals Value: betta	
Click Search ,	
To restore viewing of all student records click All ,	

Browsing Record(s)

Browsing allows viewing minimal data for multiple records simultaneously.







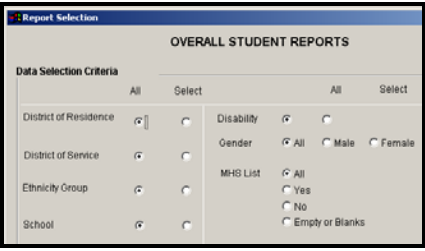

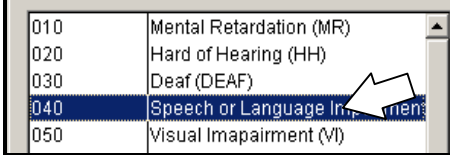


Action	What is on the screen
To view the details of a particular record, ☞ Click the row of desired information.	
☞ Click the appropriate tab to view the details via one of the other three screens.	
☞ Click Exit  when done.	

Field Name and Contents

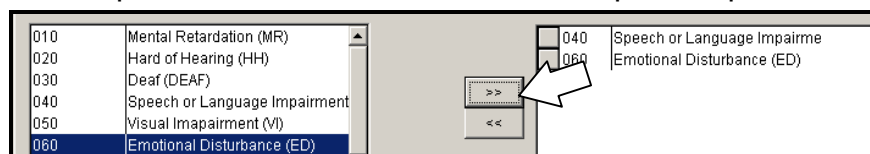
Field Name	Description
REPT_DATE	CASEMIS report date
SELPA_CODE	CDE assigned SELPA code
DIST_SERV	District of Service
DIST_RESI	District of Residence
SCH_CODE	CDE assigned School Code
SCH_TYPE	Type of school
LAST_NAME	Student's last name
FIRST_NAME	Student's first name
STUDENT_ID	Unique identifier assigned to Students by the District or SELPA
BIRTHDATE	Student's date of birth
GENDER	Code for Student's gender
ETHNICITY1	Federal code for student's race or ethnicity
DISABILITY	Federal code for Student's disability
SERVICE#	The contents for each of eight service fields are separately fields.
EXIT_DATE	Date the students exited the special education program
EXIT_REASON	Reason the student left the special education program
AGE	Student age at the time of the CASEMIS reporting
UID	Unique identifier for the student assigned by this software
ELGBLE	Status of the student's eligibility for Mental Health services for the time period covered by this survey
MHS LIST	Student's IEP included Mental Health services for the time period covered by this survey
AGENCY#	Up to eight Providers can be reported, one for each service. The contents for each of the eight provider fields are search separately.

Reports



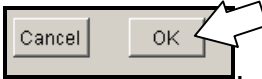
Two preprogrammed reports are available

Action	What is on the screen
 Click Reports 	
 Double Click desired report To Exit this option click the CANCEL button on the bottom of the screen.	
The report can be tailored to your specific needs. The automatic or default report is for "All" data available. However, choosing "Select" will display a screen that lists what information is available for searching. Selecting search criteria narrows what is included in the report (by focusing on the specified data). NOTE: The narrower the search the fewer the records included on the resulting report.  Tailor the data used in the report by selecting criteria for inclusion.	
1. Click the circle (radio button) in the Select column associated with the data you wish to set selection criteria on. The Move screen will appear.	
2. Highlight the criteria in the left box	
3. Click the move button,  . The item will appear in the right box.	

You may select multiple criteria. To add more criteria repeat steps 1, 2 and 3



To reverse selections: highlight the choice in the right column, click Remove .

 Click OK  to start the search or Cancel to abort the search.	
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Available Reports

Two report formats were developed to assist SELPAs and districts.

STUDENT LISTING
STUDENT FILL-OUT FORM









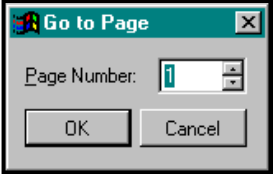


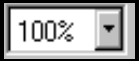




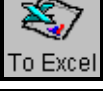


The **Student Listing** report was developed for district and SELPA data review.



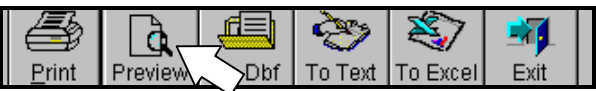


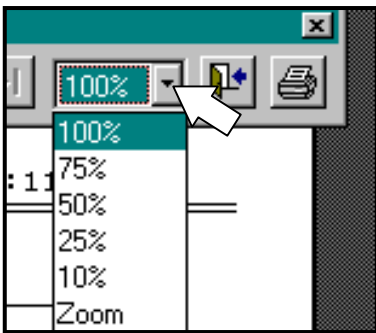


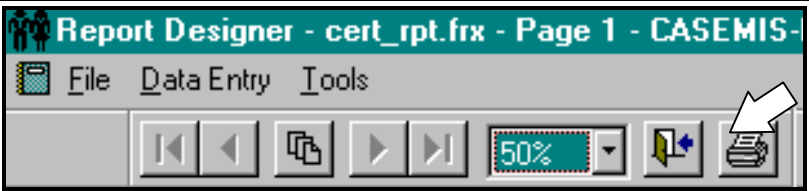

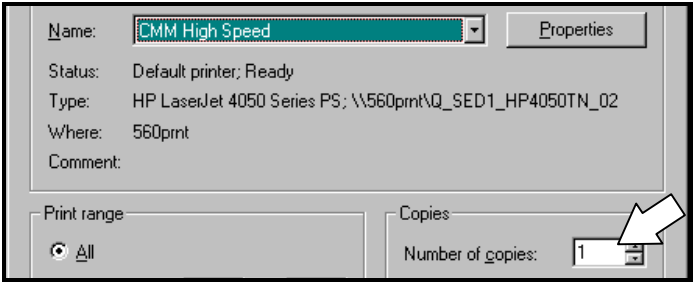

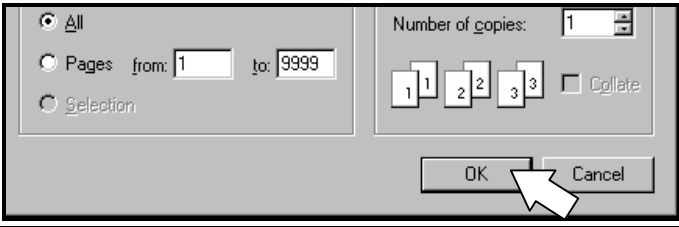




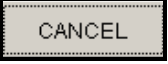
#	L	Monk, Chip	Sch. Name:		
Birthdate	Gender	Ethnicity	Disability	MHS List	Eligibility
04/08/88	M	Hispanic	Emotional	N	Previously eligible





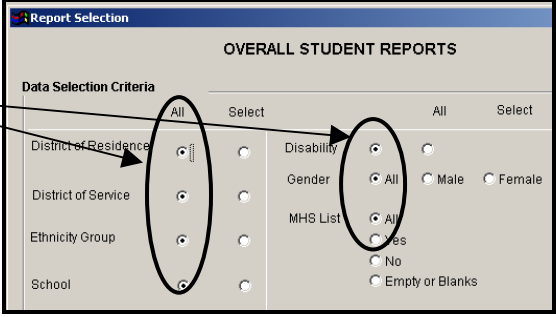








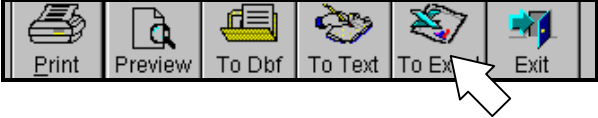

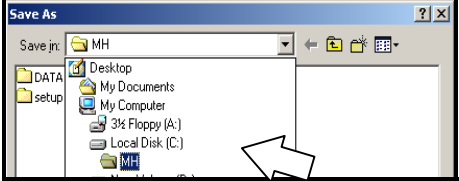




The **Student Fill-Out Form** provides a method to send hard copies of information to the districts. Note in the sample below that the #2 is circled. The software displays this information in red indicating that this is listed as a mental health service. Since not all districts are able to produce color copies, the circled numbers designate which services are reportable mental health services. In situations where the reportable service is not related to mental health for that particular student, enter the provider, mental health status and mental health eligibility for the service. Next, send a memorandum with an explanation of why for the particular student it is not a mental health service.

#	1	Monk, Chip	Y	Sch. Name:	Gender: M
Birthdate:	04/08/88	Ethnicity:	Hispanic	Disability:	Emotional
Services :	Provider Code Code				
# 1	43	Special day class in nonpublic			
# 2	56	Guidance services			
# 3	65	Individual and small group			
# 4	90	Transportation			

MHS List: Yes ☐ No ☐ Eligibility: ☐ 1. Has never been eligible
☐ 2. Was previously eligible
☐ 3. Is currently eligible

Report Options	
A toolbar is located at the bottom of the Data Selection Criteria screen. A brief description of each icon follows.	
Option	What happens
	Print sends the report(s) to the printer using normal Windows protocols.
	Preview – Displays an electronic image of the printed report(s). A floating navigation toolbar appears with this selection. The toolbar can be docked or moved as typical of Windows applications. Some tools may appear dimmed and temporarily not available. For example, if you are viewing the report's first page,  and  are dimmed.
	<p>Print Preview Toolbar Toolbars can be moved per Windows protocol.</p>  <p> Show the first page of the report</p> <p> Move backward one page</p> <p> GO TO PAGE. Type in the page number you wish to view and click the OK button.</p>  <p> Move forward to the next page.</p> <p> Show the last page of the report.</p> <p> 100% Change the magnification level.</p> <p> Exit preview.</p> <p> Print the report.</p>
  	<p>These icons allow you to create a separate file. The data sent to the new file are the errors, warnings or duplicate students found during the verification process. For your convenience the file can be created as a data base, text document, or spreadsheet, respectively. When the new file creation is completed, a message will appear in the upper right corner of the window . The screen will be frozen until you press a key to clear the message box from the screen.</p>
	Close/Exit the screen.

Preview Report Toolbar	
Action	What is on the screen
 Click Preview 	
Review for accuracy and completeness.  Click the down arrow  to change Magnification of the image size.	 <p>A magnification option is available in the form of a drop down list for your convenience.</p>
If everything is complete and correct, proceed.  Click Print 	
 Select the printer and number of copies (using normal Windows conventions).	
 Click OK.	
 Click Exit 	
 Click CANCEL  to exit the Reports option.	

Submitting Data to CDE	
Action	What is on the screen
 Click Reports	
 Double Click STUDENT LISTING To Exit this option click the CANCEL button on the bottom of the screen.	
When submitting data to CDE, use the default settings as shown in the adjacent figure (each criteria has 'All' selected).	
 Click Preview  . The report will display. The data for the file must be gathered into a report format before it can be exported.	
 Click Exit  to leave the report screen.	
 Click To Excel  . The report will display. The data for the file must be gathered into a report format before it can be exported.	
 Locate where you wish to create the Export file. Note the location so you can submit the export file as an email attachment.	
 Type a Name the export file in the 'excel' box using the naming convention of MH followed by your four-digit SELPA code. Example: MH1234	
 Click Save 	

Send the file just created as an email attachment to: **CASEMIS@cde.ca.gov**.